



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

MEMORANDUM

To: Superintendents, Principals
From: Commissioner Armando Vilaseca
(Questions may be addressed to Mark Oettinger, General Counsel, (802) 828-3135)
Date: December 2, 2009
Subject: Availability of Online Criminal Record Checks

To promote student safety, I would like to bring to your attention an easy-to-use online criminal record service which is available for your use. This service is known as the Vermont Criminal Conviction Record Internet Service (VCCRIS), is provided by the Vermont Criminal Information Center (VCIC), and allows users to obtain criminal conviction records from VCIC. Please visit the Web site at <https://secure.vermont.gov/DPS/criminalrecords>. VCCRIS allows educational institutions a means of immediately retrieving criminal convictions records online. Once you apply online for an account as an educational institution, the record will be free of charge. To request a criminal convictions record, all you need is the name and date of birth of the person for whom you wish to make the request.

A criminal convictions record will contain only crimes for which an individual has been convicted in a Vermont District Court. The report will include all misdemeanors, all felonies, and motor vehicle convictions adjudicated in a Vermont District Court after 9/1/1995. The report will NOT include: motor vehicle violations adjudicated prior to 9/1/1995; cases which have been dismissed or referred to diversion; juvenile or family court cases; cases that have been sealed, pardoned, or expunged; and cases in which prosecution has been declined. The record will contain the date of conviction, county of jurisdiction, offense of conviction, level of conviction, and sentence. The record will not contain victim information, or any individual's personal identifying information other than the name and date of birth which the user is required to provide.

For users registered as an Educational Institution, an online criminal record check will also indicate whether the subject of the record check was convicted of an offense which is listed in 13 V.S.A. § 5401 (sex offender definition for registration purposes).

It must be stressed that an online criminal record check does NOT replace the need for a fingerprint supported criminal record check, required by 16 V.S.A. § 255. The availability of this online instantaneous check is, however, very useful for pre-screening candidates for employment and for use in screening potential school volunteers.

Further information can be found at: <https://secure.vermont.gov/DPS/criminalrecords/help.php>.

Thank you for your time and consideration to this important matter. Together we can protect students and continue to improve our schools.